

**Newsletter /Communication Mini-Grant
Information and Application
Neighborhood Grant Program 2011**



The Neighborhood Grant Program offers funding for all neighborhood groups and/or homeowners associations officially recognized by the City as part of the Neighborhood Program. The standard of support for cost of newsletters is \$1.00 per household contacted each year. *(For example, if your neighborhood has 100 residents and each household is contacted, you may apply for \$100 a year in grant funds, if you meet grant stipulations and reapply annually.)* If your grant is approved you may not receive any further funding or request the city to print any materials thereafter for that calendar year.

Note: *Once your application has been approved it is mandatory that the Neighborhood Program Coordinator receive a copy of all your printed and/or electronically distributed materials.*

Complete the Grant Application and return it to:

City of Renton, Department of Community Services, Neighborhood Program Coordinator, 1055 South Grady Way, Renton, WA 98057 or fax to 425-430-6603 or email nmcquiller@rentonwa.gov.

The deadline for filing the application is **Friday, February 11, 2011** by 5:00 p.m.

Name of Neighborhood _____

Name of Grant Applicant _____

Address of Applicant _____

Phone Number of Applicant _____ Email Address _____

Do you have an HOA Management Firm? ____ Y ____ N

If yes, name of Management Firm _____

Number of Households Contacted ____ /Number of Community Members ____

Distribution Frequency ____ x a year (12, 6, 4, 2, 1) Distributed: ____ Mailed ____ Emailed ____
Door-to-door ____

Printed in languages other than English _____

Attachments:

____ A recent copy of your newsletter and/or other printed materials

____ (If applicable) an invoice showing amount requested and name of recipient requesting reimbursement. (If you haven't already been set-up as a vendor through the City's payable system, you will need to also submit a W-9 Vendor Set-Up Request Form.)

____ Any documentation of expenses incurred in creating/copying/distributing your newsletter.

For Staff Review Only							
Grant Cycle	W-9 Vendor on File	Recognized Neighborhood	Initial or Repeat Request	Sample Submitted	Invoice Attached	Cost Details	Recommendation
2011	Y / N	Y / N	1 2 3 4 5	Y / N	Y / N	Y / N	A / D